



FOREST SERVICE HANDBOOK NATIONAL HEADQUARTERS (WO) WASHINGTON, DC

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 10 – PERSONNEL

Interim Directive No.: 5109.34-2010-1

Effective Date: March 15, 2010

Duration: This interim directive expires on March 15, 2011.

Approved: JAMES E. HUBBARD
Deputy Chief, S&PF

Date Approved: 03/04/2010

Posting Instructions: Interim directives are numbered consecutively by handbook number and calendar year. Post by document at the end of the chapter. Retain this transmittal as the first page(s) of this document. The last interim directive was 5109.34-2009-1 to chapter 10.

| | | |
|---|-------------------------------|----------|
| New Document | id_5109.34-2010-1 | 21 Pages |
| Superseded Document(s) (Interim Directive Number and Effective Date) | id_5109.34-2009-1, 03/31/2009 | 20 Pages |

Digest:

13.6, exhibit 01 – Sets out the revised Pay Plan for Emergency Workers (Casuals) effective March 15, 2010. This 2010 pay plan makes the following changes from the plan previously in effect for 2009:

1. Identifies that the authority does not apply to out of country assignments. (Section A)
2. Applies 1.77% increase for 48 Contiguous States rate and 4% decrease in COLA adjustment for Alaska and Hawaii. (Section B.1)

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

Digest--Continued:

3. Clarifies that Medicare and Social Security are not withheld from earnings. (Section F.17)
4. Establishes that training in excess of 80 hours must be approved by the Regional Incident Business Coordinator. (Section E.6)
5. Adds Contract Representative Northwest (CRNW) and clarifies Contract Representative Nation Wide as a THSP. Replaces Helicopter Manager (HELM) and Helicopter Boss, Single Resource (HELB) with Helicopter Manager, Single Resource Boss (HMGB). Replaces Fire Use Manager (FUM1 & FUM2) with Strategic Operational Planner (SOPL). (Incident Position Matrix).

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

13.6 - Exhibit 01

**ADMINISTRATIVELY DETERMINED (AD) PAY PLAN
FOR EMERGENCY WORKERS (CASUALS)**

A. **PREAMBLE.** Pursuant to 5 U.S.C. 5102(c)(19), 7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469, there is hereby established, effective for one year or until superseded, beginning on March 15, 2010, the following Administratively Determined (AD) Pay Plan. In the event there is an emergency in progress on the effective date of this pay plan, the emergency workers (casuals) on that emergency shall be paid under the provisions of the AD pay plan in effect at the time of hire. This pay plan applies wherever and whenever it becomes necessary to hire persons:

1. To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property unless brought under immediate control.
2. To provide emergency assistance to States under formalized agreements (para. E).
3. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

Such hiring is of uncertain or purely temporary duration, and must be terminated when other employment methods can be initiated. This plan can be used for suppression operations and suppression for resource benefit. This plan does not provide the authority to hire individuals for out of country assignments.

This pay plan is complete within itself. Therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

B. **ADMINISTRATIVE DETERMINED (AD) RATES OF PAY.** The National Wildfire Coordinating Group (NWCG) Incident Business Committee (IBC) facilitates establishment of rates and position review for casual positions on an annual basis. Geographic Area Coordinating Groups (or designated agency representatives) may request rates for positions not published in this pay plan.

Changes to the pay plan may be proposed by any agency for a variety of reasons, (such as new law or regulation, clarification of meaning, or establishment of new positions). The agency hiring official will submit, through normal agency channels, pay plan change recommendations to the IBC. Pay plan changes are normally requested and addressed in the first quarter of the fiscal year.

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

1. Rates Paid Per Hour for Work Performed at Classification Levels AD-A through AD-M.

| Classification Level | Pay Rates (Per Hour) | | |
|-------------------------|-------------------------|---------|---------|
| | 48 Contiguous States | Hawaii | Alaska |
| AD-A | \$14.20 | \$16.72 | \$16.48 |
| AD-B | \$15.64 | \$18.44 | \$18.12 |
| AD-C | \$17.40 | \$20.48 | \$20.16 |
| AD-D | \$19.20 | \$22.60 | \$22.28 |
| AD-E | \$21.04 | \$24.80 | \$24.40 |
| AD-F | \$23.04 | \$27.16 | \$26.72 |
| AD-G | \$25.08 | \$29.56 | \$29.08 |
| AD-H | \$28.16 | \$33.24 | \$32.68 |
| AD-I | \$31.16 | \$36.72 | \$36.12 |
| AD-J | \$34.28 | \$40.44 | \$39.76 |
| AD-K | \$37.64 | \$44.44 | \$43.72 |
| AD-L | \$45.16 | \$53.24 | \$52.36 |
| AD-M | \$53.68 | \$63.28 | \$62.28 |

2. If the casual is assigned to a different position qualification (as documented on the SF-261, Crew Time Report), adjust the pay rate to the appropriate rate for that position and document in the remarks block of the OF-288. The adjusted pay rate will be based on the original point of hire.
3. The rate will be established at the point of hire, based upon the point of hire location and documented on the OF-288 or the Single Resource Casual Hire Information Form. The established rate for the point of hire will remain in effect regardless of the location of the incident.
4. The Area Commander, Type 1 or Type 2 Incident Commander, Security Specialist Level 1 or Level 2, Fire Investigator, and Buying Team Leader are key positions and may be filled only by current agency employees. For state, local government partners or tribal government employees who cannot work on Federal incidents under their employment status or cooperative agreement due to policy or statute, the following positions may to be filled in the 2010 pay plan under the included conditions:
 - a. Area Commander: State, local or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

- b. Type 1 and Type 2 Incident Commander: State, local or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.
 - c. Fire Investigator: State, local or tribal government employees.
5. When approved by the Director, Acquisition Management (AQM) retirees may temporarily have warrants reinstated and may be hired as ADs in these positions:
- a. Buying Team Leader.
 - b. Contracting Officer.

NOTE: This applies to Forest Service, but may not apply in some of the Department of Interior (DOI) bureaus.

6. If a casual is receiving Social Security benefits or equivalent, casual earnings may be subject to limitations. Casuals should contact the Social Security Administration (SSA) office for further information.

C. DESCRIPTION OF AREAS TO WHICH RATES ARE APPLICABLE.

1. The 48 contiguous States and the following areas and jurisdictions:

| | |
|-----------------------|-------------------------|
| Caroline Islands | Virgin Islands |
| Guam | Puerto Rico |
| Mariana Islands | Other Caribbean Islands |
| Marshall Islands | |
| American Samoa | |
| Other Pacific Islands | |

2. Alaska (Statewide).
3. Hawaii (Statewide).

D. RATES OF REIMBURSEMENT FOR INCIDENTAL EXPENSES, AND POV MILEAGE.

Incidental expenses, first and last day meal allowance and POV mileage shall be paid at the following rates;

1. Casuals who are working away from their hiring unit will be paid \$3.00 per day, not to be reduced on first and last day of assignment.
2. P.O.V. mileage rate is \$.55 per mile.

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

3. First and last day meal allowance will be paid at \$18.00 for each day. If lodging is incurred and a voucher is prepared, follow agency guidelines.

E. CIRCUMSTANCES REQUIRED FOR HIRING. Hiring of emergency personnel may be made according to the provisions of this pay plan when any of the following situations exists:

1. To fight an ongoing fire.
2. To hire personnel during unusually dry periods or when fire danger is very high to extreme (Preparedness Level 4 or 5), or when fuel or weather conditions are such that fires can readily ignite, spread rapidly, and do substantial damage, and when risks of fire occurrence are high (for example, severity authority, or prevention team activation). Examples of high risks occur when the preceding conditions exist and when:
 - a. Unusual lightning activity is present or is predicted;
 - b. Incendiary outbreaks occur; or
 - c. An unusually large number of people are in the area (for example, opening day of hunting season, fishing season, 4th of July, or Labor Day weekend).
3. To provide support to an ongoing incident, including post-incident administration (for example, dispatch, warehouse/cache workers, payment team members, administrative support and reviews). Post-incident administration normally should not exceed 90 calendar days.
4. To place additional firefighters on standby for expected dispatch somewhere in the area.
5. To temporarily replace members of fire suppression crews or fire management personnel who are currently on fires.
6. To allow personnel to attend emergency incident training in preparation for emergency incident situations. In most cases this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments. The 80-hour limit includes but is not limited to:
 - a. Required annual refresher courses.
 - b. Travel to and from the training.

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

Training in excess of 80 hours must be approved by the Regional Incident Business Coordinator. Requests to approve payment shall be done in writing by the hiring official to the Regional Incident Business Coordinator. This approval must accompany the OF-288 submitted to the ASC-IF Casual Payment Center.

7. To allow personnel to instruct emergency incident training when all other methods of hiring and contracting instructors have been exhausted; not to exceed a total of 120 hours including travel per calendar year, regardless of hiring agency, for a qualified individual to prepare, instruct, and issue certificates for required courses for emergency incident situations as noted in paragraph 6.

8. To cope with floods, storms, or any other all hazard emergency that threatens damage to federally protected property unless brought under immediate control.

9. To carry out emergency stabilization work where there is an immediate danger of loss of life or property or when prompt remedial action is essential before potentially damaging climatic events occur.

10. During a transition period, not to exceed 90 calendar days, following a natural emergency to develop plans and manage an emergency stabilization effort until regular employees can handle the situation or until other employment methods can be initiated.

11. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

F. CONDITIONS OF HIRE.

1. This pay plan applies only to those casual hires that are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other all hazard emergency.

2. Under no conditions may active members of the Armed Forces be hired.

3. Federal retirees may be hired under this plan without a reduction in annuity.

4. Casuals hired under this plan must meet minimum physical fitness standards, security and qualification requirements as established by agency policy. Hiring units must use the Single Resource Casual Hire Information Form, per agency policy. In addition, casuals are required to complete agency specific health and medical screening requirements for certain positions prior to being hired.

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

5. Casuals in positions that require special certification or license (such as emergency medical technicians, drivers, or instructors) must meet the requirements of the hiring agency and of the State where the incident is located.
6. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that the Department of Homeland Security (DHS) Form I-9 be completed within 3 business days of the appointment. Those units who establish and train organized crews should complete DHS Form I-9 as soon as crews are organized to eliminate the need for verification at incidents. The appropriately delegated position on the hiring unit or the designee is responsible for verifying the eligibility of any casuals hired.
7. The agency administrator or designee has the final authority to accept or reject any person hired under this plan.
8. To work under this plan requires a social security number. This applies to United States citizens as well as nonresident aliens. Casuals shall be furnished a notice of mandatory social security number disclosure at the time of hire.
9. The Internal Revenue Service requires federal tax withholdings for nonresident aliens, reference IRS Publication 515.
10. The salary rate shown for each classification is the rate per hour to be paid for all the service required of the casual hire. Premium compensation must not be paid for service in excess of 8 hours per day or 40 hours per week or for night, Sunday, or holiday work (16 U.S.C. Sec. 554e).
11. The hiring period begins at the point of hire and the time an individual is available for hire at the request of an agency representative. It ends at the time the casual hire is returned to the point of hire or is no longer available. Point of hire is defined as the location of the unit where hiring documentation is completed or other locations as determined by the hiring unit.
 - a. All hours worked under this pay plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.
 - b. On-shift includes:
 - (1) Time spent in travel from and return to the point of hire and related waiting time;
 - (2) Other travel necessary for the performance of work, such as from fire camp to fire line or between fire camps;

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

(3) Ordered standby; and

(4) Actual work.

NOTE: See Interagency Incident Business Management Handbook (IIBMH), Chapter 10.

c. Off-shift includes:

(1) Time allowed for sleeping and eating when personnel are free from assigned duty; and

(2) Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of the agency representative, a casual is held in a specific location fully outfitted and ready for immediate assignment.

d. Casuals working away from the point of hire must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day. This 8-hour guarantee does not apply to the first and last day of work.

e. Casuals assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable. Casuals working at the point of hire are not guaranteed 8 hours for each calendar day.

f. The minimum compensable time allowance for each work period is 2 hours. Thereafter, compute time in multiples of 15 minutes.

g. Casuals who are not reassigned and deviate from the normal travel route home will only be reimbursed for the number of miles back to the point of hire. Casuals are not entitled to transportation provided by the government from the point the travel deviation occurs. The travel deviation must be documented and attached to the casual's original time record (OF-288). This documentation shall also be made a part of the incident record.

12. All transportation required from point of hire until return to point of hire must be at government expense, except as stated in paragraph 11 g. If a casual is fired or quits without an acceptable reason before the emergency is over, pay will be stopped at that time. A government official may decide whether or not the government will provide return transportation and if the casual will be paid for travel time back to the point of hire.

13. Meal periods should be applied in accordance with the Interagency Incident Business Management Handbook (IIBMH), chapter 10.

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

14. When casuals do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping, or eating. Adequate food is defined as meals ready to eat, sack lunches, military type rations, and hot can or similar meals. Adequate lodging is described as a sleeping bag (paper or cloth) or a blanket or equivalent covering to provide protection from the elements for sleeping.

15. Whenever deemed practical and necessary by the agency representative, furnish subsistence and lodging at government expense for casuals under this plan. When feasible utilize Buying Teams or other procurement officials to obtain these services via purchase card or other procurement instrument. If the government cannot provide subsistence for a casual, reimbursement should be made through the agency travel process. P.O.V. mileage, first and last day meal allowance, and daily incidentals will be paid on the OF-288 when no other travel expenses are to be reimbursed. The hiring agency or unit is responsible for issuing authorization to travel and for processing claims for travel expense reimbursement per agency procedures.

16. Casuals under this pay plan are not entitled to earn or to be granted annual or sick leave, or to be covered under the Federal Employees' Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employees' Retirement System (5 U.S.C. 84), Federal Insurance Contributions Act (26 U.S.C. 3121(b) (6) (C)), or the Federal Employees' Health Benefits Act (5 U.S.C. 89). However, the Federal Employees' Compensation Act (5 U.S.C. 81) does cover casuals.

Under the provisions of 5 U.S.C. 8501, Federal agencies do not report wages earned to state offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood, or similar emergency are not considered as performing Federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish statements of earnings to State Unemployment Offices on their own behalf.

17. Federal and state taxes must be withheld from salary payments. Each casual shall present IRS form W-4 and W-5, if applicable, at the time of initial hire. If the casual fails to submit a form W-4, federal taxes must be withheld at the single rate with no exemptions. IRS form W-2 must be issued to the casual at the end of the year in which reported wages are earned. State taxes must be withheld for the state, in which the casual is hired, unless the casual requests withholding for another state and submits the appropriate state forms.

Social Security excludes emergency services from Medicare and Social Security withholdings for service performed by an individual serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or other similar emergency (Social Security Act, Section 218 [42U.S.C 418] (c) (6)).

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

18. Casuals under this pay plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or perform any other financial responsibilities to, or for, the company or contractor on an incident. If such working conditions exist on an incident or other workplace, the casual shall immediately disclose the casual's relationship with the company or contractor to the Agency Administrator, Incident Business Advisor (IBA), or Finance/Administration Section Chief for immediate action.

19. Hiring units must adhere to agency specific policy on the hiring of relatives as casuals.

G. POSITION CLASSIFICATION.

1. Rates are determined according to the job performed. Lengths of service and/or additional qualifications are not used to determine pay rate. Occasional or infrequent duties at a higher level do not justify a change in the pay rate.
2. Positions listed in the Incident Position Matrix (IPM) which are found in the Wildland Fire Qualification System Guide (PMS 310-1) are designated with an asterisk in the 310-1 column. Individuals must possess a current agency issued incident qualification card (Red Card) showing specific qualifications for the position in which they are hired.
3. When casuals work as trainees, the casual shall be paid at one Administratively Determined (AD) rate lower than the full performance AD rate. For example, a fire line squad boss trainee would be paid at the AD-C rate.
4. When casuals attend emergency incident training to qualify for another position, the casual shall be paid at one AD rate lower than the full performance rate.
5. When casuals attend refresher training, the casual shall be paid at their current position qualification rate.
6. The following Incident Position Matrix (IPM) outlines the national standard rates prescribed for positions commonly utilized in the Incident Command System (ICS) structure.
7. Exception Positions. If none of the positions listed in the Incident Positions Matrix (IPM) fit the scope of duties for a position needed and the scope of a current emergency warrants, an exception position could be established at the AD-A, AD-B, AD-F, AD-I and AD-K classification levels at the local unit by an appropriately delegated hiring official. A brief description of duties must accompany the Single Resource Casual Hire form for audit purposes. The classifications below should be used as guidelines when determining at what level a new position in the AD pay plan may be established:

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

- a. Exception Position 1 - Level AD-A. Positions within this level require no specialized skills or training. The job requires the performance of simple routine, repetitive work tasks under close supervision or requires following oral or written specific step by step instructions.
- b. Exception Position 2 - Level AD-B. Positions within this level require minimal skills or training. Routine assignments are carried out independently. Oral or written assignments are given with general information on quality, quantity, and timeframe expectations.
- c. Exception Position 3 - Level AD-F. Positions within this level require skills acquired through specific job training or experience. Work is performed independently. The incumbent of the position is expected to interpret instructions, plan work, lead, or supervise positions at the next lower level.
- d. Exception Position 4 - Level AD-I. Positions within this level require skills acquired through specific job training, technical education or experience, and require the ability to apply or use specialized, complicated techniques or equipment. The incumbent of the position is expected to instruct others in the requirements of the job, plan work, or supervise positions at the next lower level. This level requires independent judgment and decision making. The carryout of assignments and most problem resolution are expected to be completed independently by the incumbent of the position.
- e. Exception Position 5 - Level AD-K. Positions within this level require expert knowledge and very high skill level in applying a wide range of concepts, principles and practices associated with professional or administrative work. Most often positions at this level are commensurate with knowledge gained from successful completion of Incident Command System (ICS) 400 level and above courses, qualifications at the Type 1 or 2 level, or “ologist” type positions (such as an archeologist) that requires a higher level of education or certification. Incumbents of these positions may be required to supervise other professionals or a group of technical specialists (TSHP).

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL

| Excepted Position Number | Classification Level | Pay Rates (Per Hour) | | |
|--------------------------|----------------------|----------------------|---------|---------|
| | | 48 Contiguous States | Hawaii | Alaska |
| 1 | AD-A | \$14.20 | \$16.72 | \$16.48 |
| 2 | AD-B | \$15.64 | \$18.44 | \$18.12 |
| 3 | AD-F | \$23.04 | \$27.16 | \$26.72 |
| 4 | AD-I | \$31.16 | \$36.72 | \$36.12 |
| 5 | AD-K | \$37.64 | \$44.44 | \$43.72 |

For payment purposes, when completing the OF-288 (Firefighter Time Record) the excepted position code will be recorded as a technical specialist (THSP) (for example, Exception Position 3, AD-F – THSP) with the actual position title (i.e. Laborer) documented in the remarks section.

A trainee hired for an exception position will be paid at the next lower rate, (for example, Exception Position 4, AD-H – Trainee).

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

INCIDENT POSITION MATRIX

(Correlates Positions within the Incident Command System (ICS)
to Classification Levels AD-A to AD-M)

Note: The abbreviated ICS position code identifiers are in the left hand column. Asterisks in the right hand column reflect that positions and qualifications are listed in PMS 310-1.

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|--|---------------------|----------------------|
| | COMMAND | | |
| ACDR | AREA COMMANDER (reference section B.4 for conditions allowing the hiring of this position) | AD-M | * |
| AREP | AGENCY REPRESENTATIVE | AD-K | * |
| ICT1 | INCIDENT COMMANDER TYPE 1 (reference section B.4 for conditions allowing the hiring of this position) | AD-M | * |
| THSP | DEPUTY INCIDENT COMMANDER TYPE 1 | AD-M | |
| ICT2 | INCIDENT COMMANDER TYPE 2 (reference section B.4 for conditions allowing the hiring of this position) | AD-K | * |
| THSP | DEPUTY INCIDENT COMMANDER TYPE 2 | AD-K | |
| ICT3 | INCIDENT COMMANDER TYPE 3 | AD-J | * |
| ICT4 | INCIDENT COMMANDER TYPE 4 | AD-F | * |
| ICT5 | INCIDENT COMMANDER TYPE 5 | AD-E | * |
| IARR | INTERAGENCY RESOURCE REPRESENTATIVE | AD-G | * |
| PIO1 | PUBLIC INFORMATION OFFICER TYPE 1 | AD-L | * |
| PIO2 | PUBLIC INFORMATION OFFICER TYPE 2 | AD-K | * |
| PIOF | PUBLIC INFORMATION OFFICER | AD-G | * |
| LOFR | LIAISON OFFICER | AD-K | * |
| SOF1 | SAFETY OFFICER TYPE 1 | AD-L | * |
| SOF2 | SAFETY OFFICER TYPE 2 | AD-K | * |
| SOFR | SAFETY OFFICER LINE | AD-H | * |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|--|---------------------|----------------------|
| | FINANCE | | |
| CLMS | CLAIMS SPECIALIST | AD-E | * |
| CMSY | COMMISSARY MANAGER | AD-E | * |
| COMP | COMP/CLAIMS UNIT LEADER | AD-H | * |
| COST | COST UNIT LEADER | AD-H | * |
| EQTR | EQUIPMENT TIME RECORDER | AD-E | * |
| FSC1 | FINANCE/ADMINISTRATION SECTION CHIEF TYPE 1 | AD-L | * |
| FSC2 | FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2 | AD-K | * |
| INJR | COMP FOR INJURY SPECIALIST | AD-E | * |
| PROC | PROCUREMENT UNIT LEADER | AD-I | * |
| PTRC | PERSONNEL TIME RECORDER | AD-E | * |
| TIME | TIME UNIT LEADER | AD-H | * |

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|---|---------------------|----------------------|
| | OPERATIONS | | |
| ABRO | AIRCRAFT BASE RADIO OPERATOR | AD-C | * |
| ACAC | AREA COMMAND AVIATION COORDINATOR | AD-L | * |
| AOBS | AERIAL OBSERVER | AD-F | |
| AOBD | AIR OPERATIONS BRANCH DIRECTOR | AD-K | * |
| THSP | AIR SPACE COORDINATOR | AD-H | |
| ASGS | AIR SUPPORT GROUP SUPERVISOR | AD-J | * |
| ATGS | AIR TACTICAL GROUP SUPERVISOR | AD-J | * |
| THSP | AIR TACTICAL SUPERVISOR – attached to ASM1 | AD-J | |
| CREP | CREW REPRESENTATIVE | AD-G | * |
| CRWB | CREW BOSS | AD-F | * |
| DECK | DECK COORDINATOR | AD-F | * |
| DIVS | DIVISION/GROUP SUPERVISOR | AD-J | * |
| DZOP | DOZER OPERATOR | AD-H | |
| DOZB | DOZER BOSS | AD-F | * |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|--|---------------------|----------------------|
| | OPERATIONS (Continued) | | |
| ENGB | ENGINE BOSS | AD-F | * |
| ENOP | ENGINE OPERATOR | AD-E | |
| FALA | FALLER CLASS A (UP TO 12" DBH) | AD-D | |
| FALB | FALLER CLASS B (UP TO 24" DBH) | AD-F | |
| FALC | FALLER CLASS C (EQUAL TO OR GREATER THAN 24" DBH) | AD-I | |
| FELB | FELLING BOSS | AD-F | * |
| FFT1 | FIREFIGHTER TYPE 1 (SQUADBOSS) | AD-D | * |
| FFT2 | FIREFIGHTER TYPE 2 (CREWMEMBER) | AD-C | * |
| THSP | FIRE LOOKOUT | AD-D | |
| FIRB | FIRING BOSS | AD-F | * |
| HEB1 | HELIBASE MANAGER TYPE 1 (4 or more helicopters) | AD-I | * |
| HEB2 | HELIBASE MANAGER TYPE 2 (1-3 helicopters) | AD-H | * |
| HECM | HELICOPTER CREWMEMBER | AD-D | * |
| HLCO | HELICOPTER COORDINATOR | AD-I | * |
| HMGB | HELICOPTER MANAGER, SINGLE RESOURCE BOSS | AD-G | * |
| OPBD | OPERATIONS BRANCH DIRECTOR | AD-K | * |
| OSC1 | OPERATIONS SECTION CHIEF TYPE 1 | AD-L | * |
| OSC2 | OPERATIONS SECTION CHIEF TYPE 2 | AD-K | * |
| THSP | SEAT COORDINATOR | AD-I | |
| SEMG | SINGLE ENGINE A/T MANAGER | AD-G | * |
| STAM | STAGING AREA MANAGER | AD-F | * |
| STCR | STRIKE TEAM LEADER CREW | AD-H | * |
| STDZ | STRIKE TEAM LEADER DOZER | AD-H | * |
| STEN | STRIKE TEAM LEADER ENGINE | AD-H | * |
| STLM | STRIKE TEAM LEADER MILITARY | AD-H | |
| STPL | STRIKE TEAM LEADER, TRACTOR/PLOW | AD-H | * |
| STPS | STRUCTURAL PROTECTION SPECIALIST | AD-J | * |
| TFLD | TASK FORCE LEADER | AD-H | * |
| TOLC | TAKE-OFF & LANDING COORDINATOR | AD-E | * |
| TRPB | TRACTOR/PLOW BOSS | AD-F | * |
| TPOP | TRACTOR/PLOW OPERATOR | AD-H | * |
| WHSP | WATER HANDLING SPECIALIST | AD-F | |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|---------------------------------------|---------------------|----------------------|
| | PLANNING | | |
| ACPC | ASSISTANT AREA COMMANDER, PLANNING | AD-L | * |
| DMOB | DEMOB UNIT LEADER | AD-H | * |
| DOCL | DOCUMENTATION UNIT LEADER | AD-F | * |
| DPRO | DISPLAY PROCESSOR | AD-C | * |
| FBAN | FIRE BEHAVIOR ANALYST | AD-J | * |
| FEMO | FIRE EFFECTS MONITOR | AD-H | * |
| FOBS | FIELD OBSERVER | AD-F | * |
| GISS | GIS SPECIALIST | AD-G | * |
| HRSP | HUMAN RESOURCE SPECIALIST | AD-H | * |
| LTAN | LONG TERM FIRE ANALYST | AD-J | * |
| PSC1 | PLANNING SECTION CHIEF TYPE 1 | AD-L | * |
| PSC2 | PLANNING SECTION CHIEF TYPE 2 | AD-K | * |
| RESL | RESOURCES UNIT LEADER | AD-H | * |
| SCKN | STATUS/CHECK IN RECORDER | AD-E | * |
| SITL | SITUATION UNIT LEADER | AD-H | * |
| TNSP | TRAINING SPECIALIST | AD-F | * |
| WOBS | WEATHER OBSERVER | AD-E | |

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|--|---------------------|----------------------|
| | LOGISTICS | | |
| ACLC | ASSISTANT AREA COMMANDER, LOGISTICS | AD-L | * |
| BCMG | BASE CAMP MANAGER | AD-E | * |
| CAMP | CAMP HELP | AD-A | |
| THSP | CAMP CREW SQUAD BOSS | AD-C | |
| CACB | CAMP CREW BOSS | AD-D | |
| CASC | SUPPLY CLERK | AD-C | |
| COCO | COMPUTER COORDINATOR | AD-G | |
| CDSP | CACHE DEMOB SPECIALIST | AD-F | |
| COML | COMMUNICATIONS UNIT LEADER | AD-H | * |
| COMT | INCIDENT COMMUNICATIONS TECHNICIAN | AD-F | * |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|--|---------------------|----------------------|
| | LOGISTICS (Continued) | | |
| EMTB | EMERGENCY MEDICAL TECHNICIAN BASIC | AD-G | |
| EMTI | EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE | AD-G | |
| EMTP | EMERGENCY MEDICAL TECHNICIAN PARAMEDIC | AD-J | |
| EQPI | EQUIPMENT INSPECTOR | AD-D | |
| EQPM | EQUIPMENT MANAGER | AD-E | * |
| FACL | FACILITIES UNIT LEADER | AD-H | * |
| FDUL | FOOD UNIT LEADER | AD-H | * |
| GSUL | GROUND SUPPORT UNIT LEADER | AD-H | * |
| IMSA | INCIDENT MEDICAL SPECIALIST ASSISTANT | AD-G | |
| IMSM | INCIDENT MEDICAL SPECIALIST MANAGER | AD-H | |
| IMST | INCIDENT MEDICAL SPECIALIST TECHNICIAN | AD-G | |
| INCM | INCIDENT COMMUNICATIONS CENTER MANAGER | AD-E | * |
| LSC1 | LOGISTICS SECTION CHIEF TYPE 1 | AD-L | * |
| LSC2 | LOGISTICS SECTION CHIEF TYPE 2 | AD-K | * |
| MEDL | MEDICAL UNIT LEADER | AD-H | * |
| ORDM | ORDERING MANAGER | AD-E | * |
| RADO | RADIO OPERATOR | AD-B | * |
| RCDM | RECEIVING AND DISTRIBUTION MANAGER | AD-E | * |
| SECG | SECURITY GUARD (Not LE) | AD-C | |
| SECM | SECURITY MANAGER | AD-E | * |
| SUBD | SUPPORT BRANCH DIRECTOR | AD-K | * |
| SPUL | SUPPLY UNIT LEADER | AD-H | * |
| SVBD | SERVICE BRANCH DIRECTOR | AD-K | * |
| TESP | TOOL AND EQUIPMENT SPECIALIST | AD-C | |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|---|---------------------|----------------------|
| | COORDINATION AND SUPPORT | | |
| THSP | AIRCRAFT COORDINATOR (National and GACC) | AD-I | |
| THSP | AIR SPACE COORDINATOR | AD-H | |
| ACDP | AIRCRAFT DISPATCHER | AD-H | |
| ARCH | ARCHEOLOGIST | AD-K | |
| ATBM | A/T BASE MANAGER | AD-H | |
| BUYL | BUYING TEAM LEADER – NATIONAL (reference section B, paragraph 5 for conditions allowing the hiring of this position) | AD-L | |
| BUYL | BUYING TEAM LEADER – GEOGRAPHIC AREA (reference section B, paragraph 5 for conditions allowing the hiring of this position) | AD-K | |
| BUYM | BUYING TEAM MEMBER | AD-F | |
| THSP | GENERAL SUPPORT CLERK | AD-C | |
| CDER | COMPUTER DATA ENTRY RECORDER | AD-D | |
| COOK | COOK, HEAD CAMP | AD-F | |
| CORD | EXPANDED DISPATCH COORDINATOR | AD-J | * |
| CONO | CONTRACTING OFFICER (reference section B, paragraph 5 for conditions allowing the hiring of this position) | AD-K | |
| COTR | CONTRACTING OFFICER TECHNICAL REPRESENTATIVE | AD-G | |
| CRNW | CONTRACT REPRESENTATIVE NORTHWEST | AD-G | |
| THSP | CONTRACT REPRESENTATIVE NATION WIDE | AD-G | |
| CTSP | COMPUTER TECHNICAL SPECIALIST | AD-H | |
| THSP | COST APPORTIONMENT TECH SPECIALIST | AD-H | |
| DRCL | DRIVER, CDL REQUIRED | AD-E | |
| DRVS | DRIVER, OVER 1 TON AND UP TO 4 TONS, NO CDL REQUIRED | AD-D | |
| DRVP | DRIVER, UP TO AND INCLUDING 1 TON | AD-C | |
| ESFL | FEMA EMERGENCY SUPPORT FUNCTION #4 PRIMARY LEADER | AD-K | |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|---|---------------------|----------------------|
| | COORDINATION AND SUPPORT, (Continued) | | |
| ESFW | FEMA EMERGENCY SUPPORT FUNCTION #4 WILDLAND SUPPORT | AD-I | |
| ESFS | FEMA EMERGENCY SUPPORT FUNCTION #4 STRUCTURE SUPPORT | AD-I | |
| ESFA | FEMA EMERGENCY SUPPORT FUNCTION #4 ADMINISTRATIVE SUPPORT | AD-F | |
| EDRC | EXPANDED DISPATCH RECORDER | AD-C | * |
| EDSD | EXPANDED DISPATCH SUPPORT DISPATCHER | AD-F | * |
| EDSP | EXPANDED DISPATCH SUPERVISORY DISPATCHER | AD-H | * |
| FUEL | FUELING SPECIALIST | AD-D | |
| FWPT | FIXED WING PARKING TENDER | AD-C | |
| GMEC | MECHANIC (AUTOMOTIVE/HEAVY EQUIPMENT) | AD-G | |
| IADP | INITIAL ATTACK DISPATCHER | AD-H | * |
| INTL | INTELLIGENCE LEAD | AD-J | |
| INTS | INTELLIGENCE SUPPORT | AD-G | |
| IBA1 | INCIDENT BUSINESS ADVISOR, TYPE 1 | AD-L | * |
| IBA2 | INCIDENT BUSINESS ADVISOR, TYPE 2 | AD-K | * |
| THSP | INSTRUCTOR (S300 AND BELOW COURSES AND OTHER NON-ICS COURSES) | AD-H | |
| THSP | INSTRUCTOR (S400 COURSES AND ABOVE) | AD-J | |
| IRIN | INFRARED INTERPRETER | AD-G | |
| THSP | LABORER | AD-C | |
| THSP | LEAD ACCOUNTING TECHNICIAN | AD-G | |
| THSP | LEAD INSTRUCTOR (S300 AND BELOW COURSES AND OTHER NON-ICS COURSES) | AD-I | |

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

| POSITION CODE | POSITION TITLE | AD CLASS | PMS 310-1 |
|--------------------------|---|---------------------|----------------------|
| | COORDINATION AND SUPPORT, (Continued) | | |
| THSP | LEAD INSTRUCTOR (\$400 COURSES AND ABOVE) | AD-K | |
| MABM | MAFFS AIRTANKER BASE MANAGER | AD-H | |
| MAFF | MAFFS LIAISON OFFICER | AD-H | |
| THSP | GACC METEOROLOGIST | AD-J | |
| MCCO | MAC GROUP COORDINATOR | AD-K | |
| MXMS | MIXMASTER | AD-G | |
| THSP | MILITARY INSTALLATION LOGISTICS COORDINATOR (ONLY USED WHEN A BATTALION IS ORDERED) | AD-H | |
| PACK | PACKER | AD-F | |
| THSP | PILOT | AD-L | |
| PETL | PREVENTION/EDUCATION TEAM LEADER | AD-K | * |
| PETM | PREVENTION/EDUCATION TEAM MEMBER | AD-J | |
| PA25 | PURCHASING AGENT (\$25,000) | AD-H | |
| RAMP | RAMP MANAGER | AD-F | |
| READ | RESOURCE ADVISOR | AD-I | |
| SOPL | STRATEGIC OPERATIONAL PLANNER | AD-K | |
| THSP | VOUCHER EXAMINER | AD-F | |
| WHHR | MATERIALS HANDLER (WHSE/CACHE WORKER) | AD-E | |
| WHLR | MATERIALS HANDLER, LEADER (WHSE/CACHE LDR) | AD-F | |